

# Certificate II in Business (BSB20115) | (C2-BC33)

**202110 Timetable:** Monday, 22 February - Friday, 18 June 2021

Mid-Semester Break: Monday 5 April - Friday 16 April 2021

**CIT Campus:** CIT Tuggeranong

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30am	Personal Study	9:30 – 11:30am Week 1 – 3: Operate a personal digital device Week 4 – 7: Spreadsheets Week 8 – 15: Typing/Word	9:30am – 12:30pm Week 1: Operate a personal digital device Week 2 – 15: Simulated Business Subjects see below	9:30 – 11:30am Week 1: Operate a personal digital device Week 2 – 4: WHS Week 5 – 6: Spreadsheets Week 7 – 15: Typing/Word	Personal Study
10:00am					
10:30am		30 minute break	30 minute break	30 minute break	
11:00am					
11:30am		12 – 2pm Week 1 – 2: Operate a personal digital device Week 3 – 7: Spreadsheets Week 8 – 15: Typing/Word	30 minute break	12 – 2pm Week 1 – 4: WHS Week 5 – 6: Spreadsheets Week 7 – 15: Typing/Word	
12:00pm					
12:30pm		1 – 3pm Week 1: Operate a personal digital device Week 2 – 15: Simulated Business Subjects see below	1 – 3pm	1 – 3pm	
1:00pm					
1:30pm		Week 1: Operate a personal digital device Week 2 – 15: Simulated Business Subjects see below	Week 1: Operate a personal digital device Week 2 – 15: Simulated Business Subjects see below	Week 1: Operate a personal digital device Week 2 – 15: Simulated Business Subjects see below	
2:00pm					
3:00pm					

### Simulated Business (SB):

CRN 60741 Handle mail  
 CRN 60740 Use business technology  
 CRN 60744 Work effectively with others  
 CRN 60747 Communicate in the workplace  
 CRN 60743 Organise and complete daily work activities  
 CRN 60742 Use digital technologies to communicate remotely  
 CRN 60746 Process and maintain workplace information

CRN 60745 Contribute to health and safety of self and others  
 CRN 60738 Produce digital text documents  
 CRN 60748 Operate a personal digital device  
 CRN 60737 Develop keyboard skills  
 CRN 60739 Create and use spreadsheets